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**CENTRAL INTELLIGENCE AGENCY**  
**OFFICE OF CENTRAL REFERENCE**

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27 July 1965

**MEMORANDUM FOR: Acting Deputy Director for Intelligence**

**SUBJECT: Coordination of Biographic Services**

1. The Biographic Task Team of your Committee on Documentation (CODIB) is examining the possibilities for rationalizing biographic services from the broad intelligence community point of view. As you know, their investigations concern the two major families of biographic systems, namely, those relating to counter-intelligence and clandestine operations, and those concerned with positive intelligence or the analysis of the roles of individuals in executing the policies and programs of other countries. The findings and recommendations of the Task Force should be available for CODIB action by late Fall.

2. In CIA there are programs for systems design, automation, and improved communication between systems under way in both the counter-intelligence area - Project [ ] - and the positive intelligence area - Project CHIVE. The balance of this discussion is primarily concerned with present and future measures for integration of positive biographic intelligence services within the purview of the Office of Central Reference.

3. OCR now operates a variety of specialized biographic information systems reflecting the practice of the Agency and the DDI in the early years a) to organize by function rather than by area, and b) to compartment sensitive activities for maximum security.

4. Pending major reorganization of the Office of Central Reference as now under study in Project CHIVE, present Office policy is concerned with linkage of service from all biographic systems in or available to OCR to ensure that each customer is provided with all available information - all source, integrated product, one stop - consistent with his security clearances and his desires concerning coverage. Biographic resources drawn upon by OCR in implementing this service policy include the following:

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Organization

Biographic Resources

OCR

Biographic Register

foreign service reporting  
military attache reporting  
open literature

Special Register

communications intelligence

CIA Library

open source materials and  
reference aids, e.g., Who's  
Whos, directories

Graphics Register

photographs of foreign  
personalities

Other Agency components, e.g.

OCI

personal and organizational  
files dealing with personalities;  
OCR knowledge of "who knows  
what" among intelligence  
specialists

ORR

OSI

DDP

positive biographic information  
in operational files

USIB and other US Government  
Biographic Systems, e.g.

DIA

military biographics particularly  
oriented to order of battle

Library of Congress

biographic information from  
open sources

National Library of Medicine

biographic information on  
life scientists from open  
sources

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5. In the present pre-CHIVE period, OCR is applying the following guidelines aimed at guaranteeing integrated service to its customers:

- a. provision of all appropriate security clearances to BR biographic analysts who service requests for biographic information.
- b. application across OCR of the policy that each requester be serviced on an all-source basis unless he specifically limits coverage to particular OCR biographic resources.
- c. stimulation of working level contacts with DDP personnel, and formal negotiations with DDP components as appropriate to promote the release of non-operational DDP collected biographic information to OCR as a matter of dissemination policy, and in response to specific requirements.
- d. design of an OCR program for implementation in 1965 which will assess and promote the integration of OCR information services through standardization of request formats, sampling of traffic for identification of service problems, employment of task forces to resolve service problems, promotion of customer feedback, and focus of OCR referral and clearinghouse functions.

6. Under Project CHIVE the concept of biographic information processing and service now taking shape includes the following features:

- a. one time, all source processing of biographic information into a computer based store succeeding and amplifying the punched card store developed since 1947.
- b. building of dossiers on high activity individuals; assembly of dossiers on other individuals as required through search of the computer based store and recall of documents identified as relevant.
- c. maintenance of information analysts skilled in retrieval of biographic information through query of the computer.

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- d. maintenance of biographic specialists capable of producing finished intelligence analyses of target individuals in collaboration with intelligence officers in ORR, OSI, OCI, etc.
- e. linkage of counterintelligence and positive intelligence computer based systems to provide Agency and USIB requestors according to security clearances and need with all appropriate biographic information and source materials.

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